

## *Registration Form*

**Registration deadline is September 23, 2005.**

Name:

Title:

Institution/County:

Mailing Address:

City, State ZIP:

Email:

Telephone:

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TSLA will provide hotel accommodations for Monday and Tuesday evenings.

☐ I **will not** need hotel accommodations.

☐ I **will** need hotel accommodations.

## *Tennessee State Library and Archives*

### **2005 Tennessee Archives Institute**



*October 24-26, 2005  
Nashville, Tennessee*

## *Mission and Course Content*

The Tennessee State Library and Archives (TSLA), in conjunction with the University of Tennessee's County Technical Assistance Service (CTAS) is offering the sixth annual training program on archives and records management.

This two and one-half day series of workshops provides participants with an opportunity to interact and exchange ideas with other local record keepers from around the state. All courses are taught by professional archivists from TSLA and other institutions.

Topics for this year's **Tennessee Archives Institute** will focus on issues related to Public Service and Reference. The workshops include information on public access vs. security, web site development, confidentiality and Tennessee's public records statutes, indexing and providing reference services for county records, and how to showcase your collection exhibits and special events.

## *Who Should Attend?*

The Tennessee Archives Institute is intended primarily for county and municipal archivists and records managers. Historians, Genealogists, County officials, and other individuals who work with county or municipal records or other historical records of Tennessee are also invited to participate.

In order to reach as many counties as possible, we will accept one registration per institution. Additional registrants will be placed on a wait-list and accepted on a first-come basis. Enrollment is limited to 25 people. Returning participants and those eligible for the three-year certification will receive first priority.

**For additional information, please call Jami Awalt at 615-253-3470, or email [Jami.Awalt@state.tn.us](mailto:Jami.Awalt@state.tn.us).**

## *Registration Information*

**Deadline for receipt of registration is September 23, 2005.**

The registration fee is \$85 per person. The fee includes lunch on Monday and Tuesday and two nights' single room accommodations an area hotel (TBA). Staff from the Tennessee State Library and Archives will arrange the room reservations.

To register by mail, please complete the attached registration form and send it with your check or money order in the amount of \$85 made payable to the **Tennessee State Library and Archives** to:

**TSLA  
Tennessee Archives Institute  
403 Seventh Avenue North  
Nashville, TN 37243**